

**Exhibit A to  
Resolution No 1632  
Amendments  
To  
Personnel Manual**

**4.950 EXEMPT EMPLOYEE PERFORMANCE REVIEW**

Purpose. This policy applies to all employees who are exempt from the Fair Labor and Standards Act (Exempt Employees). The purpose of the Policy is to require annual performance evaluations of Exempt Employees and to link any future pay increases with both annual performance and the completion of certain enumerated goals (Performance Policy).

Performance Pay Program. Exempt employees may be considered for performance payments not to exceed three percent (3%) of salary as determined by the Mayor and City Administrator and such payments are not automatic. A written performance evaluation shall be conducted for any Exempt Employee pursuant to Section 5 of this Manual on an annual basis. As part of this performance evaluation, the Mayor and City Administrator will set goals for the Exempt Employee based upon the City Council's work plan. A performance award\* will be based both upon the level of performance by the Exempt Employee determined by an annual performance evaluations and by the percentage of goals completed during the calendar year as follows:

<u>Performance Evaluation Rating</u>	<u>Goal Completion</u>	<u>Performance Payment</u>
90-100% - Outstanding	90-100%	2.1% to 3%
80-89% - Very Good	80-89%	2% to 2.9%
70-79% - Good	70-79%	1% to 1.9%
60-69% - Improvement Needed	60-69%	0%
Below 60% - Unsatisfactory	Below 60%	0%

\*As shown in the table above, an employee receiving a performance rating of "Outstanding" and completing 100% of the goals will be eligible for a full three percent (3%) performance payment; a lesser rating and/or fewer goals completed will result in eligibility for a lower percentage.

Authority to Expend Funds. The City may expend funds for the purpose of the Performance Policy, subject to Council budgeting funds for the Policy.

**6.110 – MEDICAL, DENTAL AND VISION INSURANCE BENEFITS**

Regular full time employees and their families are eligible to participate in the City's health insurance programs consistent with this policy or applicable union contracts. The employee and their family will be enrolled on the first of the month following employment. Regular part time employees are eligible for coverage; however this coverage is not extended to their families. Temporary employees will normally not be eligible for insurance coverage.

The programs and criteria for eligibility will be explained at the time that you become

eligible to join. The City contributes towards the cost of premiums in the amounts authorized by the City Council through Union contract approval. The City reserves the right to make changes in the carriers of these programs when deemed necessary or advisable.

Effective January 1, 2014, the City will continue to pay 100% of the medical premium to insure exempt employees, eligible spouses and dependents; provided, however, that if an exempt employee's spouse has access to other insurance through his or her place of employment, the City will not pay for medical premiums for the spouse but the employee may elect to pay 100% of the premium to insure such spouse. Except as otherwise provided above exempt employees shall receive the same benefits as those approved through union contracts.

### **7.150 – DRESS CODE**

Proper grooming and attire have a positive impact on the City's image. Office management and staff positions that involve frequent, direct public service contact: i.e. those where meeting the public is an inherent function of the position, and where such contact would normally occur daily, are subject to the following appearance standards:

Male employees are required to wear neat and clean dress business/business casual trousers/khakis, collared shirt and shoes. Jeans are permitted on Fridays. Sneakers and gym, jogging, and tennis shoes are inappropriate except where permitted by individual department work rules or as approved by the department supervisor.

Female employees are required to wear neat and clean dress business/business casual skirts, dresses, slacks, business casual appropriate tops/shirts, and shoes. Jeans are permitted on Fridays. Gym, jogging, sneakers, and tennis shoes are inappropriate except where permitted by individual department work rules or as approved by the department supervisor.

All other employees shall maintain grooming and attire standards that bear a reasonable relationship to their work. Employees that work in the field, regularly or on a special occasion, are authorized to wear jeans in good condition with no rips or tears.

Inappropriate attire is defined, but not limited to: ~~thongs/flip-flops~~, halter tops, ~~shorts~~, midriff tops, T-shirts with offensive slogans or pictures, beach costumes, see-through or mesh clothing, and ragged, torn or dirty clothing.

In work areas that have approval for specified "dress down" or "casual" days, management shall determine appropriate attire standards for those days.

If an item of clothing is deemed to be inappropriate for the office by the employee's supervisor and/or the City Administrator, the employee may be sent home to change clothes and will be given a verbal warning for the first offense. Upon a second or further violation, progressive disciplinary action may be taken for further dress code violations, including a letter to the personnel file and/or unpaid suspension and/or up to discharge.

Any questions regarding the dress code should be directed to the City Administrator.

At the City's discretion, the City may purchase clothing for Council or employees with City logos to wear to promote the City of North Bend. Employees may be asked to wear such City logo clothing at City sponsored events or other events.

#### **7.450 – NO TOBACCO POLICY**

For health and safety considerations, the City prohibits smoking and/or the use of tobacco or tobacco-like products (such as e-cigarettes) by employees in all City facilities, including City-owned buildings, vehicles, equipment and offices or other facilities rented or leased by the City, including individual employee offices.